

# First Assignment — All Classes (Fall 2008)

W. Jeffrey Wilson  
Psychology Department  
Albion College

## Contact Information

Dr. W. Jeffrey Wilson  
OFFICE: Olin 322  
OFFICE HOURS: MWF 10:00 - 11:00 am & by appointment  
Office phone: 629-0393; Home phone: 269-789-9169  
wjwilson@albion.edu  
www.albion.edu/psychology/fac\_psyw/jwilson/

## Privacy

The College follows federal guidelines regarding privacy. One implication of this is that I cannot discuss your performance in the class with anyone else without your permission. If a parent calls me to discuss how you are doing I cannot by law provide any information. Some of these privacy restrictions are good.

However, the privacy guidelines are also seemingly silly in some matters. For example, I should not call you by name in class without your permission, as it might reveal to someone else in the class that you are in fact in the class as well. Because our classes tend to be relatively small and most people know many other students (or get to know many other students) I make the assumption that you do not mind that others in the class know that you are there as well.

With regard to email, I am not supposed to email you in a manner that might reveal your identity or email address to others. Therefore, I will not put you on the class email list except to be blind-copied unless I have your permission. There are several times during the semester when I will email everyone and ask for replies. If you are blind-copied on the original email any replies from others will not automatically go to you — I will have to forward them to you. I am willing to do so, but because I am human errors can occur, and it is

possible that you might miss a response. Thus the need for this assignment.

## Permission

Please send me an email at wjwilson@albion.edu with a subject line including the class that you are in (e.g., Intro Psych, Learning, etc.). In the body of the email indicate one of the following:

1. You MAY email me publicly on any group emails that you send to the class.
2. You MAY NOT email me publicly on any group emails that you send to the class. Please include me only as a “blind-copy.”

## Additional Information

Also include in your email to me the following statement:  
“I have read the syllabus section on attendance and the make-up policy for exams. I understand that if I miss more than one exam I will receive a grade of 0 for additional missed exams. I have also read the section of the Student Handbook related to academic honesty. I understand that section and will conduct myself accordingly in this class.”

## Thanks

Thank you for completing this first assignment. I look forward to a productive and enlightening semester!



W. Jeffrey Wilson, Ph.D.